LYON METAL PRODUCTS, INCORPORATED

GENERAL OFFICES AURORA LYON ILLINOIS AURORA, ILLINOIS

AUG 18 1949

August 9, 1949

To All Lyon Dealers

IMPORTANT ANNOUNCEMENT

Effective immediately, we are discontinuing the practice which we have maintained during the past several years, of giving you an order acknowledgment, "Anticipated Shipping Date," to which we always attached an "Important Notice" sticker as per sample included with this letter.

Also, effective immediately, we will accept your orders without the price qualification clause which we have been forced to use during the past several years of steadily rising costs.

This means that in practically all cases, on your orders for most of our products, you will not receive any order acknowledgment or advance notice of shipment. Improvement in our production now enables us to give you practically immediate shipment on most of our product lines. In this connection, on any pending requirements you have, where delivery is a factor, check with your Lyon supervisor, as he can give you prompt information on what products we can ship immediately.

This order acknowledgment procedure, while it was in effect, was extremely helpful to all dealers, as it gave you an advance notice of shipment and the privilege to cancel all or any part of your order --which practice was particularly helpful because of extended delivery dates due to raw material shortages.

Returning to a current shipping basis on most of our product lines is welcome news for all of us, as you can now place orders for your stock or for specific requirements with the assurance that you will receive the merchandise promptly, to balance out your inventory or take care of a particular job.

We cannot pass by this occasion without thanking all dealers for their understanding cooperation during the past several years of material scarcities, long delivery dates, etc., which headaches we hope are now definitely behind us.

Very truly yours

LYON METAL PRODUCTS, INCORPORATED

IMPORTANT NOTICE

This is advance notification to you of "anticipated shipping date", of the items listed thereon.

If you want to change, hold up shipment, or cancel this order, write your instructions on the face of this notification, sign and date your instructions, and return to us IMMEDIATELY AT THE ADDRESS SHOWN BELOW, by First Class or Air Mail.

UNDER NO CIRCUMSTANCES should you mail or deliver this notification to our Lyon Territory Representative, or to the Lyon District Office. This not only would confuse our records but would cause unnecessary delay in getting this all important information back to our Plants.

Any change in your order will delay shipment beyond the anticipated shipping date.

If you make no changes, and shipment goes forward, we cannot accept cancellation or permit you to return the merchandise to us, after shipment has left our Plant.

Lyon Metal Products, Incorporated
Planning Department
Aurora, Illinois

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